

SATERN Standard and Custom Reports

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Category	Name	Description
Assessment Reports	Assessment Process Results	Displays the latest results for the selected assessment process. Depending on how far the process has progressed, the report will show competency information including the average rating for those learners who have been assessed, a list of the Rating Criteria, and a list of learners and their individual scores.
	Assessment Survey Data	Displays information about the competencies assigned to the selected assessment survey as well as the assessment processes that use the survey to assess learners.
	Competency Assessment Data	Lists information about assessment surveys that are associated with the selected competencies. The report also displays data for assessment processes that use the competencies to assess learners.
	Organizational Assessment Data	Lists competency assessment details for each learner assessed, by organization affiliation. The admin may build the report by competency or organization.
Competency Reports	Competencies with Related Items	Shows you the competencies you include in the report and the items related to the selected competencies. The rating granted to the Learner upon item completion is also listed. The system groups the data in this report by competency. You cannot change this system default.
	Learner_Competency_Search	Displays items related to a given competency.
	Competencies with Related Competency Profiles	Shows you, for the competencies you include in the report, the competency profiles that contain them.
	Competency Data Report	Shows you, for each competency you include in the report, the competency type and domain, and its related subject areas and competency profiles.
	Competency Profile Data	Shows you, for each competency profile you include on the report, the date the competency set was created, the date last modified and user who last modified the competency profile, and any related competencies. By default, the output is grouped by competency profile.
	Competency Profiles with Related Job Positions	Shows you, for the competency profiles you include on the report, the job positions that aligned to the competency profile. The report output is grouped by competency profiles.
Content Reports	Score Summary	This report description is currently not available.

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Document Reports	Document Data Report	Shows you management information for the selected document for the report; including the document type, source, location, revision and approval information; and the document's related tasks, curricula, and items.
	Document Review Flag Report	Shows you whether the relationship between the documents that are listed in the report and any tasks, curricula, and items for the documents you include in the report, should be reviewed because of a revision.
Exam/Survey Reports	Exam/Survey Objects	Shows you, for all the exams and surveys you choose to include on the report, a summary of the exam or survey's features and design, such as the objectives and questions covered by the exam or survey, the passing grade required for the overall exam and for each objective, the number of minimum and maximum questions from each objective, and the scoring weight (see Points column on output) assigned to each objective and to each question that has been included independently from any objective. The report also shows what actions should be taken that depends upon a learner's passing or failure upon completion.
	Learner Exam/Survey Data	Shows you, for all the learners, exams and surveys you choose to include on the report, the details of learners' performance on exams and surveys, including external exams. You can choose whether the report should include details of the learner's performance with regard to individual questions, to the exam's associated objectives, and even to print each question on the report. * Exam Name is not a searchable field. When an Exam / Survey is created using the online tool, the Exam Name is produced. Content creators display the Exam Name in the Description field of the Content Object. Before attempting to launch this report on a specific Exam or Survey, the admin must find the Exam Name at the Content Object level (Content > Content Objects) and enter it in this field.
	Exam_Effectiveness	Displays questions, answers, how many times each question was asked and how often it was answered correctly.
Item & Curriculum Reports	Curricula with Related Job Positions	Shows you, for each curriculum you include in the report, which job positions are included in the selected curriculum. The report is by default grouped by curriculum.

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Category	Name	Description
	Curriculum Data	Shows you, for the curricula you include on the report, sub-curricula associated with the selected curriculum, the curriculum's domain, whether or not it is active, the date of creation, and some detail about any related items, job positions, and documents.
	Incomplete_Training_Archived	Display users that have not completed selected Training. Pulls from Archived data.
	Item Data	Shows you, for the item(s) you select to include in the report, attributes of the item(s) including summary, delivery data, design data, curriculum association, subject areas, prerequisites, competencies, etc.
	Item Object Details	Contains, for the online items you choose to include in the report, details about the groups of content objects, the content objects themselves, and the exams or surveys that are included in the online item. The information comes mainly from the Online Settings tab of the Items section (Learning area). The individual object information is listed in order, so that the report reveals the flow of the item as it is presented to the learner.
	Item with Prerequisite items	Lists for each item you select to include in the report, those items that have been defined as prerequisites.
	Items with Related Documents	Shows you, for the items you selected to include in the report, the documents related to the item(s). The system always groups the output by item; you cannot change this default grouping.
	Module	Displays test information for one or more training modules.
	Substitutes Relationships	Shows you, for each item selected, those items for which a substitute relationship has been established, and what completion status goes on a learner's record when he or she is given credit for completing an item through a substitute.
	Training_Administrator	Displays total number of users, number of tests taken (graded), and number of tests passed.
	User	Displays module and test information for each user.
Learner Reports	Certificate of Completion	Shows you, for the selected learners, the Certificates of Completion for all the selected items. You can also sort the records by Item type or Item ID.
	Certificate_Of_Completion	Displays generated certificates of completion given the learners, items, and/or completion dates.

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Category	Name	Description
	Cumulative Gap Analysis	Shows you, for those competencies and those learners you select to include in the report, the average gap between the learners' assessed ability and the mastery level required in the learner's competency profile. This is a statistical summary report for the selected learners; no individual learner information will be shown unless you choose to run the report for only one learner at a time.
	Custom_Individual_Development_Plan	Displays the Individual Development Plan of learners. Report can be filtered by Effective Dates and Expiration Dates as well as include Notes on the plan.
	Learner Competency Assessment	Shows you, for the learners and competencies you include in the report, the learner's required mastery level, their assessed mastery level, and for each competency, the date of the last assessment. You can group the report output either by learner or by competency, and can mask learner IDs if necessary. Grouping the report by learner is a convenient way to view the competency profile of each learner included in the report.
	Learner Competency Profile Status	Shows you, for the learners and competency profiles you include in the report, the date when the competency profile was assigned to the learner and whether or not the learner has completed the requirements of the competency profile. You can group the report output either by learner or by competency profile.
	Learner Conflict	Shows you date, times and scheduled offerings involved in existing learning schedule conflicts for those learners who you choose to include in the report.
	Learner Curriculum Item Status	Shows you, for the learners and curricula you include in the report, the curricula assigned to each learner and their items. The completion date, completion status, and required date for each item are included.
	Learner_Curriculum_Item_Status	Similar to the standard report but also includes the learner's Org ID.

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Category	Name	Description
	Learner Curriculum Status	Shows you, for the learners and curricula you include in the report, the curriculum assigned to each learner and their curriculum status, and if applicable, the number of days remaining before required retraining to keep the curriculum current. You can group the report either by learner, by curriculum, or by learner with item detail. You can also choose to mask the learner IDs if necessary. If you choose to group the report output by Learner with item detail, this report will give a clear picture of any required retraining dates for specific items, in order that their curricula do not expire.
	Learner Data	Shows you, for the learners you select, all attributes of the Learner record. The Detail report includes in addition to the summary information, comprehensive details of the learner's curriculum status, current item needs, competency profile assignments, assigned competencies with required and assessed mastery levels, and the learner's learning history.
	Learner Item Status	Shows you, for the learners and items you include in the report, each learner's completion status for the items they participated in during the date range specified. You can group the report output either by item or by learner.
	Learner_Item_Status	Similar to standard report but also contains Org ID, UUPIC, Domain, and Company. Provides option to suppress duplicates for learners who have completed the same item more than once. This option will only display the earliest completion date for a learner.
	Learner_Item_Status_Archived	Similar to custom report Learner_Item_Status but also includes ARCHIVED data.
	Learner Learning History	Shows you, for the learner(s) you include in the report, the learning events recorded during the date range you specify. The output is always grouped by item. You can sort the item groups by Completion Date or by Item ID. Leaving the date range blank returns all recorded learning events for the selected learners.
	Learner_History_Admin_Archived	Similar to standard report but also includes archived history.
	Learner_Competency_History	Similar to custom report Learner_History_Admin_Archived but also includes competencies.

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Category	Name	Description
	Learner Learning Hours	Shows you, for the learners and items you have included in the report, the total number of "hours" of a specified type that the learner has completed. You can choose to report on any hour type: credit hours, CPE hours, contact hours or total hours.
	Learner_Learning_Hours	Similar to standard report but also includes Company, Component Length, and On Duty Hours.
	Learner Learning Needs	Shows you, for the learners you selected, the learners' outstanding learning requirement(s) for the item or items selected. You can also sort the records within each group by item, assignment type, assignment date, expiration date or by days remaining. If you do not specify a date range, the report will include all item needs, regardless of when they are due.
	Learner_Learning_Needs	Similar to standard report but also includes Org ID.
	Learner Learning Plan	Shows you the items which are included in a learner's learning plan and completion status if completed. The report is organized by learner, providing you with a convenient look at each learner's progression through learning. You can sort the items listed for each learner chronologically, by item or by curriculum.
	Learner Online Item Status	Shows you, for the learners and for the items you specify, each learner's current progress based on online items taken by the learner. A learner's progress through online courses is reported at the content object level of detail, so that if a course consists of three content objects and the learner has only completed the first two at the time of the report, the report will show that the learner has not yet finished the third content object.
	Learner Created Account	Shows you the learner ID, name, date and time the self-registration record was created, and the learner's phone number.
	Learner Self-Registration/Withdraw	Shows you, for the learners you include in the report, each learner's ID, name, the schedule ID, the related items, registration status, and registration date. Only learners who have self-registered and/or self-withdrawn within the date range will be returned on the report.
Reference Reports	Approval Process Data	Provides details about the approval process selected the process steps, approval roles and approvers specified. Also listed are the items and scheduled offerings that have the approval process applied.

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	Approval Role Coverage	Displays all Learners who have an assigned approval role. The report returns the Approval Role, Learners and the Learner Domain. This report is useful for determining what Learners, if any, per Domain have an approval role assigned.
	Approval Role Data	Lists details about the Approval Roles selected, including which Approval Process reference the Approval Role as a participant in an approval step, and which Users have been assigned the Approval Role (and the Domains in which they may approve training).
	Approvals Status	Displays for the Learners selected, the status of any training Approval Processes they have initiated. Admins may choose to return details about specific request types, approvals for specific items or scheduled offerings.
	Approvals_Status	Similar to standard report but also contains a Step Number filter, Start and End Date filter, and Registration Cut-off Date column.
	External Request Data Report	Generates all details associated with External Training Requests submitted by the selected Learner(s). This information is organized into Request, Personal, Vendor and Financial information categories.
	External_Request_Data	Similar to standard report but also includes Org ID.
	External_Request_CS_Process_Dates	Displays process dates for Civil Servant 4-Step EXTERNAL LEARNING / VERIFICATION REQUESTs.
	External Request Tuition	Provides the Admin with a quick reference for tuition costs for external training for the Learners selected. The report is configurable by Vendor, Activity, Fund/Chargecode, and minimum Tuition price and date range.
	External_Request_Tuition	Similar to standard report but also contains Submit Date and Learner's Org ID.
	Holiday Profile	Shows you, for each holiday profile selected, the facilities to which it has been applied; and the names, dates, and database ID of each holiday that is included in each profile. It is important to note that new holiday profiles must be created for each calendar year.
	Item List	Shows you, for the item(s) you have selected to include in the report, the item type and item ID, the revision date, and the title.
	Item Type List	Displays all the Item Types available as references.
	Job Position Detail	Shows you, for each job position included in the report output, the curricula and/or competency profiles to which it is related.

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Category	Name	Description
Registration Reports	Class Roster	Shows you, for each offering you choose to include in the report, the instructor and learners who have been scheduled.
	Class_Roster	Displays the instructor, learners, learners' contact information, and Org ID of each scheduled offering chosen.
	Class_Roster_Verification	Attendance verification version of the class roster report.
	Item Requests	The Item Requests Report shows you, for the learners and the items you include on the report, which learners have requested which items but have not yet been registered or waitlisted in a scheduled offering of the item.
	Item_Request	Similar to standard report but also contains Org ID, Learner Email, and Learner Phone columns.
	Order_Management	Displays Commerce / Order Management entries.
	Registration Status	Shows you, for the offerings and learners you specify, a detailed list of registration information. The report can be configured to include any of the Registration Statuses (Registered, Canceled, Waitlisted, and Pending).
	Registration_Status	Similar to standard report but also includes Enroll Date filter, Learner Org ID and contact information.
	Slot Status	Shows you, for the organizations and scheduled offerings you have selected, the current status of any slots that have been purchased. Where learner names have been identified to fill the slots, the learner names are included on the report, along with the registration status and schedule information.
Resource Reports	Custom Resource Data	Shows you the base costs and additional cost for each selected Custom Resource.
	Equipment Data	Provides you with a separate page of information for each individual piece of equipment of the equipment types that you include in the report. The report shows for each equipment, the ID, Serial Number, Assigned Location, Status, Domain, and Hourly Cost of operation.
	Equipment Status	Provides you with a separate line of information for each individual piece of equipment of the equipment types and statuses that you include in the report (you must provide both criteria in order to run the report). The report includes each item's ID, assigned location, status, and domain.

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Category	Name	Description
	Equipment Utilization	Shows you, for the equipment types you select within a specified date range, the number of offerings for which each individual piece of equipment has been scheduled, and the total number of hours the equipment is scheduled to be in use.
	Facility Data	Shows the management and identifying information of each facility record included on the report. It then lists each facility's locations, assigned equipment, and material types, quantity on-hand, and reorder level. The Options tab allows you to group the report output by region. The Instructor Data Report shows you, for each instructor you choose to include in the report, the instructor's cost per hour, email address, items the instructor is qualified to teach, and other system management information.
	Instructor Data	Shows you, for each instructor you choose to include in the report, the instructor's cost per hour, email address, items the instructor is qualified to teach, and other system management information.
	Instructor Proctor Codes	Prints the proctor codes for the date range you specify, for the instructors you include on the report. You can then send the report to proctors so they have them available when needed.
	Location Data	The Location Data Report shows you management data for each location you include in the report, include location type, domain, capacity, operating cost rate, and any equipment that is assigned to the location.
	Location Utilization	Shows you, for the date range specified, the number of scheduled segments in each location listed on the report and the total number of hours associated with those scheduled offerings. The report is organized by location type.
	Material Data	Shows you, for each material type included in the report, the facilities where inventories of the material type is traced, and the items in which the material type is used. The facility data includes the current inventory level and the reorder point.
	Region Data	Shows you, for each region included in the report, the facilities located within the region, and the instructors that have been assigned to the region.
	Resource Conflict	Shows you existing scheduling conflicts involving locations, instructors, and equipment. You cannot change the basic organization of this report, which is divided into three groups: one for each of the resource types upon which it reports.

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Category	Name	Description
Scheduling Reports	Class Data	Provides, for the selected classes, the Class ID, Domain, Curriculum assigned to the class, the Start Date and End Date of the class and the maximum number of learners (Max Size) for the selected class. The report also shows Custom Fields associated with the class. You will see the list of Learners in the class and the list of Scheduled Offerings that are assigned to the selected class. The list of scheduled offerings will also give you the ID of each scheduled offering, the Item/Activity, the Start Date and time and End Date and time.
	Class Location	Provides, for each selected class, the Class ID, Description, with the ID and Name of individual learners in the class.
	Class Progress	Provides, for each selected class, the Class ID, Description, with the ID and Name of individual learners in the class. For each learner in the class, you will see a list of schedule offerings with the status of the corresponding learner. The report will also indicate the individual learner's status in each corresponding scheduled offering.
	Learning Calendar	Shows you, for the date range you specified, all the daily learning events scheduled.
	Learning_Calendar	Similar to standard report but also includes Registration Cut Off, End Dates, and Facility ID.
	Pending_Completion_Credit	Displays ACTIVE learners who have yet to receive completion credit; filtered by maximum segment end date.
	Scheduled_Offerings	Displays most information about a scheduled offering.
	Scheduled Offering Data	Shows you detailed information about each schedule offering you select for the report including the item scheduled, dates scheduled, registration and waitlist data, instructor data, segment data, and delivery costs.
	Scheduled_Offering_Data	Similar to standard report but also contains Course Title.

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